

STATE OF CALIFORNIA

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PERSONNEL/PAYROLL SERVICES DIVISION
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Sacramento, CA 94250-5878

Date: December 12, 2003

LEAVE ACCOUNTING LETTER # 03-032

To: All Agencies/Campuses in the California Leave Accounting System (CLAS)

From: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

Re: MODIFICATIONS TO THE ANNUAL LEAVE/VACATION TRANSFER PROCESS

Modifications have been made to the Annual Leave/Vacation transfer process to accommodate rule changes made to the Annual Leave Program.

System audits have been added or modified to enhance the functionality of the automatic establishment for Annual Leave, Vacation and Sick Leave.

The following identifies the enhancements made:

- Annual Leave and Sick Leave will not be allowed to accrue simultaneously.
- Annual Leave, Vacation/Sick Leave will not be allowed to co-exist simultaneously.
- Annual Leave, Sick Leave or Vacation cannot be added if one category is already established and the establishment periods have been deleted.
- Retroactive establishment periods can be posted.
- Employees on a Temporary Separation will be able to transfer from Annual Leave to Vacation/Sick and vice versa.

These modifications should provide more flexibility when transferring between Annual Leave and Vacation/Sick Leave. In addition, it will reduce the number of erroneous accruals occurring due to Annual Leave and Vacation/Sick Leave being established simultaneously.

Should you have any questions or concerns regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

JRH:dk